

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.04.00
SUBJECT: CITATION ACCOUNTING AND AUDIT
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2000, 2001, 2002, 2003, 2004

1. PURPOSE. Good business practices dictate that a check and balance system exist in the issuance, use and accountability of Uniform Traffic Citations.
2. POLICY. The department will provide a system for the check out and audit of all citations.
3. CITATION CHECKOUT.
 - A. All citations will be checked out using a CITATION CHECK OUT CARD (PD 171) and turned into the records unit..
 - B. Uniform Traffic Citations are computer data entered by the records unit and updated by municipal court for their purposes.

The process of entering citations by number batch by records and the update by municipal court establishes a path for audit by computer program.

3. CITATION AUDIT.
 - A. At least once every six (6) months, a records supervisor will utilize the citation audit program and identify the sequential citations that are unaccounted for and send the information to the sector captain for review and resolution of the discrepancy.
 - B. Within 60 days after the end of each calendar year, the records supervisor will audit the entire prior year to determine that no citations are missing. A written report on the results of the audit will be submitted to the administrative sergeant.
4. After all Uniform Traffic Citations are accounted for, the administrative sergeant will notify the Chief of Police in writing for inclusion in the permanent audit record.

Chief of Police

Date